



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

MINUTES OF A MEETING OF THE LEIGH-ON-SEA TOWN COUNCIL HELD AT 7.00PM ON TUESDAY 18TH JULY 2017 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Valerie Morgan (Vice Chairman), Jill Adair, Karen Bowden, Mark Bromfield, Anita Forde, Donald Fraser, Jill Healey, Fr. Clive Hillman, Carole Mulroney, Declan Mulroney, Ron Owen, Caroline Parker and Vivien Rosier

Also in attendance: Helen Symmons (Town Clerk) and 37 members of the public

MINUTES

The meeting opened at 7.35 pm

37. CHAIRMAN'S OPENING REMARKS

Cllr Morgan as Vice Chairman took the Chair in the absence of Cllr Ward. She welcomed all to the meeting and made the necessary housekeeping points and then addressed Council with the sad news that former Town Clerk Paul Beckerson had passed away the early hours of Monday morning. The Council's condolences had been sent and as a mark of respect the Union Flag will be at half mast on the day of his funeral. Paul was the Council's Town Clerk for 7 years till his retirement in April and made a significant contribution to Leigh Town Council and its history, particularly with regard to setting up the Community Centre. The Councillors' and staffs' thoughts are obviously with his wife, Lyanne, and the family at this time. Councillors will be advised of funeral arrangements when known.

A few moments of silence followed thereafter in remembrance of Paul Beckerson.

38. APOLOGIES FOR ABSENCE

Cllrs Patrick Fox and Jane Ward

39. DECLARATION OF MEMBERS' INTERESTS

Cllr C Mulroney declared a non-pecuniary interest in Agenda item 6 should it be discussed as she resided within the catchment area.

40. APPROVAL OF THE MINUTES OF THE MEETING OF 6TH JUNE 2017

The minutes of the meeting 6th June 2017 were agreed and signed by the Chairman as a true and accurate record.

41. PUBLIC REPRESENTATIONS

The group Grand Again presented a letter to members of Council. Their spokesperson wished condolences to be passed to Paul Beckerson's family and then read the letter to all those present.

The Chairman thanked the group for the letter and words but stated that the Council was unable to comment at this time and that the Town Clerk will attend to the correspondence in office hours.

36 members of the public left

A member of the public asked for further information regarding the licensing application for 136 Broadway. The Town Clerk responded that the Planning, Highways & Licensing Committee had objected to the application but was now in receipt of further conditions that had been negotiated by Southend Borough Council and accepted by the applicant. The members of the Committee are considering the conditions at present and a decision will be made as to whether they wish to withdraw the objection or continue to object.

It was reiterated that any residential objections must be submitted to the Licensing Department at Southend Borough Council and not the Planning Department.

42. SOUTHEND BOROUGH COUNCIL

The Council were pleased to receive a report from a Borough Councillor which was noted.

Members were advised that should residents find that their Borough Councillor is unable to respond due to an interest in the matter then comments and concerns may be addressed to Cllr James Courteney at Southend Borough Council.

43. QUESTIONS FROM COUNCILLORS (for which written notice has been received)

There were none

COMMITTEES

44. COMMITTEES

To receive Minutes of Committees and Report 2648/Payments List

- a) Planning, Highways & Licensing Committee – Cllr Healey presented the minutes of [23rd May, 13th June, 27th June and 11th July 2017](#)

It was noted that there had been an increase in licensing applications recently.

There were no recommendations to Council from the minutes.

- b) Community Facilities Committee – Cllr C Mulrone presented the minutes of [6th June 2017](#) excluding minute 7. There were no comments or questions.

RECOMMENDATION TO COUNCIL:

- Minute 7 – Sale of Assets

Following a proposal (Cllr Herbert, seconded Cllr Bowden) the Council **RESOLVED** that the Town Clerk in consultation with the CFC Chairman be authorised to purchase table cloths and table skirting for modesty purposes and better presentation of Council meetings.

The Council **RESOLVED** that the fixed board room table and chairs be sold from Room 6 to enable the room to be used more efficiently for other hiring within the Centre.

- c) Environment & Leisure Committee – Cllr Morgan presented the minutes of [20th June 2017](#) excluding minute 11.

The Town Clerk clarified the Tree Charter branch status to members and informed them of the children's holiday activity in conjunction with this.

RECOMMENDATION TO COUNCIL:

- Minute 11 – Allotment Rent review

Following a proposal (Cllr Morgan, seconded Cllr Forde) the Council **RESOLVED** an amendment to the recommendation of E&L that with effect from October 2018 an annual percentage increase of 4% to the nearest 50p be applied year on year as standard to allotment rents until the allotment budget breaks even.

- d) Policy & Resources Committee – Cllr Morgan presented the minutes of [4th July 2017](#) being the Chairman of this meeting excluding minute 7, 8 and 9.

There were no comments or questions.

RECOMMENDATIONS TO COUNCIL:

- Minute 7 – Councillor Code of Conduct – See Minute 45
- Minute 8 – Health & Safety Policy – See Minute 46
- Minute 16 – Approve Expenditure (Report 2648/Payments list)

Council **RESOLVED** the expenditure as per the payments list which was signed by the Chairman.

DECISION ITEMS

45. COUNCILLOR CODE OF CONDUCT – **Agenda item 9**

The Council **RESOLVED** the revision to the Principles, the same as Southend Borough Council's Members' Code of Conduct.

46. HEALTH & SAFETY POLICY – **Agenda item 10**

The Council **RESOLVED** to adopt the revised policy with reference to the Allotment sites and Strand Wharf being included and with the next review date of July 2020.

47. POST OFFICE CONSULTATION – **Agenda item 11**

It was noted that until members see the plans at the forum being held 20th July feedback and comments could not be finalised. Initial comments were made by Councillors but further comments are to be submitted to the Town Clerk after plans have been viewed. The Town Clerk in consultation with the Vice Chairman will then submit a letter to The Post Office in response.

The consultation ends 26th July 2017.

Cllr Parker left the meeting

48. COUNCIL AWARDS – APPLICATION FOR QUALITY STANDARD LEVEL – **Agenda item 12**

At this full Council meeting the Council **RESOLVED** that it meets all requirements for the Foundation Award and also publishes them on its website.

The Council **RESOLVED** that Leigh Town Council has achieved items 24-33 (listed below) of the Quality Standard Level and that all documentation relating to these items can be found on the Town Council website:

- Draft minutes of all Council and Committee meetings within four weeks of the last meeting
- Health & Safety Policy
- Policy on Equality
- Councillor Profiles
- A Community Engagement policy facilitating two-way communication between the Council and community
- Grant Awarding Policy
- Evidence showing how electors contribute to the Annual Town Meeting

- An Action Plan that clearly responds to community engagement and sets out a timetable for action including dates for reviewing the Action Plan
- Evidence of community engagement
- Council activities
- Promotion of the democratic processes
- Annual Report
- Online material
- At least four news bulletins a year
- Evidence of helping the community plan for the future

The Council **RESOLVED** that the following items of the Quality Standard Level have been achieved:

- Scheme of Delegation
- Addressed complaints received in the last year
- At least two thirds of its Councillors are elected
- A printed Annual Report is distributed widely across the community
- A qualified Clerk
- A Clerk employed according to nationally agreed terms and conditions
- A formal appraisal process for staff
- A training policy and record for all staff and Councillors

49. COMMUNITY INFRASTRUCTURE LEVY – **Agenda item 13**

Council **NOTED** the report.

Following a proposal (Cllr C Mulroney, seconded Cllr Bromfield) the Council **RESOLVED** that it be **RECOMMENDED** to the P&R Committee to hold a PDG meeting to consider options for the use of the current CIL funds and at the same time consider SBC's Regulation 123 Infrastructure list and whether there are any items LTC would wish to lobby for inclusion.

Following a proposal (Cllr Bromfield, seconded Cllr Fr. Hillman) the Council **RESOLVED** that the Town Clerk contact SBC with regard to potential consultation when a S.106 agreement might be part of a Leigh development planning consent.

FOR NOTING

50. TOWN CLERK'S REPORT

The Council **NOTED** the report and requested that formal thanks to Hatton Jewellers for their continued generosity be minuted. The Chairman presented Cllr Herbert with this Past Chairman pin and the Council thanked the Town Clerk for all her work and reports since the last full Council meeting.

51. REPORT ON EALC POLICE CONFERENCE BY CLLR VALERIE MORGAN

The Council **NOTED** the report and discussed the subject of Special Constables.

Following a proposal (Cllr Herbert, seconded Cllr Adair) the Council **RESOLVED** that they were in favour in principle of supporting a system for Leigh but wished the Town Clerk to explore and investigate the system and provision further, reporting back at the next full Council meeting.

52. CCTV PROVISION IN LEIGH

The placements were **NOTED** although the Town Clerk apologised there is a camera also being placed opposite the Peter Boat in Old Leigh.

The Council requested that the Town Clerk ask of SBC why those locations and how often the locations will be reviewed.

CONFIDENTIAL

53. MOTION TO EXCLUDE PUBLIC – THE PUBLIC BODIES (Admission to Meetings) ACT 1960

RESOLVED that in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) - contractual)

The member of public still present left the meeting

54. MDAS SHOP AND CAFÉ

Following the Town Clerk's research in providing the Confidential report it was apparent that to avoid any further confusion in the future, the position regarding any Allotment Societies' buildings on LTC's allotment land needs to be regularised. There was concern that the area for the extension is still part of the flooding issue on the site.

Following a proposal (Cllr C Mulroney, seconded Cllr Bromfield) the Council **RESOLVED**:

1. That for any Allotment Societies' buildings on LTC allotment land the Town Council will consult with Solicitors to formalise the arrangement and have relevant documentation prepared. Any agreement will include the provision of ground rent as per Minute 104 Allotments Sub-Committee 27th April 2011 and conditions regarding the provision and cost of utilities. Any costs and fee incurred by the Town Council are to be paid by the Allotment Societies.
2. That landlords consent is given in principle to the proposed clubhouse extension and demolition of existing shop/café subject to the following:
 - MDAS provide a professional survey of the area they wish to build on to confirm that it will not be affected by flooding issues.
 - MDAS provide a copy of their Committee minutes when it was resolved to proceed with the project.
 - Confirmation from MDAS that they have consulted with all plot holders on the MDAS site with regard to the project and use of the new building.
 - The new building is to comply with the Equality Act 2010 and thus as a minimum is to have disabled access to the building and a toilet.
 - Statutory regulations being met i.e. planning permissions, building regulations

The meeting closed at 9.08 pm